



The Family Friendly Leave Act

Purpose:

The Federal Employees Family Friendly Leave Act was signed into law on 22 October 1994. The purpose is to provide employees with an opportunity to better balance their work and family life.

Entitlement:

An employee may use sick leave to care for a family member or for purposes relating to the death of a family member, including attendance of the funeral or arrangements for the funeral.

Family Member:

Family member is defined as a spouse, spouse's parents, children (including adopted children); parents, brothers and sisters and their spouses; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family member.

Leave Limitations:

Full-time employees may use 5 days (40 hours) of sick leave to care for a sick family member or for bereavement purposes. Employees may use an additional 8 days (64 hours) of sick leave per year if their sick leave balance does not drop below 80 hours.

Part-time Employees:

Part-time employees are entitled to Family Friendly Leave, but their sick leave is pro-rated. For example, a part-time employee who works 20 hours per week could use up to 6.5 days, if they maintain at least 40 hours of sick leave.

Documentation of Leave Taken:

Unfortunately, DFAS does not currently track Family Friendly Leave usage. It is documented as regular sick leave on the time cards and Leave and Earning Statements. Therefore, the supervisor must independently track the amount of Family Friendly Leave used by an employee per leave year, and ensure the leave limitations are not exceeded.

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